

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1188    **TITLE:** DIRECTOR OF LAND ACQUISITIONS    **GRADE:** S-32

**DEFINITION:**

Under direction of the Director and Deputy Director of Public Works Department, and subject to County policy, to plan, organize and direct the activities of a centralized land acquisition and land management program for the County; and to do related work as required.

**TYPICAL TASKS:**

Plans and organizes effective procedures for acquisition of lands or properties and easements, options, agreements, permits over lands;  
Administers contracts for appraisals;  
Makes recommendations for condemnation proceedings;  
Prepares technical reports and advises on site selections;  
Prepares budgets and financial reports;  
Manages property and right-of-way inventory;  
Makes recommendations for property use and disposal of surplus properties;  
Maintains close liaison with other County agencies for land administration services;  
Carries out the acquisition phases of school site selection and acquisition, working very closely with appropriate School Board employees.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles and practices of real property acquisition for public purposes;  
Basic knowledge of laws governing condemnation proceedings;  
Knowledge of the laws and procedures required to validate the acquisition of real properties and/or easements required;  
Ability to direct subordinates in exercising proper judgment in property negotiation;  
Ability to train subordinates;  
Ability to establish and maintain effective working relationships with property owners, the public and other County officials and agencies;  
Ability to prepare clear and concise reports.

**EMPLOYMENT STANDARDS:**

Graduation from a four-year college or university and five years of experience in real property negotiation.